



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 5750.4D  
N09BH

23 August 2002

OPNAV INSTRUCTION 5750.4D

From: Chief of Naval Operations  
To: All Ships and Stations (less Marine Corps field addressees  
not having Navy personnel assigned)

Subj: NAVY HISTORICAL PROGRAMS

Ref: (a) SECNAVINST 4000.35A DoN Cultural Resources Program  
(b) SECNAVINST 5030.2D Naming Streets, Facilities, and  
Areas after Persons  
(c) SECNAVINST 5031.1A Ship Naming, Christenings, and  
Commissionings  
(d) SECNAVINST 5070.2C Management of Naval Library and  
Information Services  
(e) SECNAVINST 5210.8C DON Records Management Program  
(f) SECNAVINST 5210.15A Vital Records Program  
(g) SECNAVINST 5211.5D DON Privacy Act Program  
(h) SECNAVINST 5212.5D Navy and Marine Corps Records  
Disposition Manual  
(i) SECNAVINST 5700.15 Navy Art Program  
(j) SECNAVINST 5720.42F DON Freedom of Information Program  
(k) SECNAVINST 5755.1A Navy Museums  
(l) SECNAVINST 5755.2A DoN Navy Museum Exchanges  
(m) OPNAVINST 4770.5F Inactivation of Ships and Craft  
(n) OPNAVINST 5030.4F Naval Aviation Squadron Lineage and  
Naval Aviation Command Insignia  
(o) OPNAVINST 5513.1E Security Classification Guides  
(p) OPNAVINST 5750.12H Command Histories  
(q) OPNAVINST 5750.13 Historical Properties of the Navy  
(r) OPNAVINST 5754.1B Loan of Navy Art

1. Purpose. To establish policy for the development and use of historical lessons learned and historical resources to support and inform Navy operations, plans and programs.

2. Cancellation. OPNAVINST 5750.4C

3. Scope. This instruction establishes responsibilities for the creation, preservation and use of historical resources by all Navy operational commands and the shore establishment. It also sets standards for the operation of Navy historical programs and projects and complements references (a) through (r). This instruction is a complete revision and should be read in its entirety.

4. Background. Navy history represents the foundation upon which the present and the future of the Navy rests, and encompasses the cumulative experience of the U.S. Navy. Historical information and lessons learned are essential for current planning, operations, analysis, and administration.

Knowledge of the Navy's history serves as a foundation for the Navy Core Values of Honor, Courage and Commitment and supports the professional development, morale, and pride of service of Sailors. Dissemination of historical information enlightens the American people about the role of the Navy in the overall history of the nation.

## 5. Discussion

a. The use of naval history is critical to the effectiveness of Navy planning, operations, recruiting, retention and acquisition. The Navy has over 225 years of history and tradition upon which to draw. It is imperative that the Navy as an institution understands its history as we go about our daily business.

b. The preservation and use of history in the United States Navy are the responsibility of each organization and all personnel in the service. As such, all officers, enlisted, and civilian personnel will insure that vital records and artifacts are collected and preserved, and will strive to make understanding of past activities of their command and the Navy at large an integral part of their training and educational activities.

c. The Director of Naval History (Chief of Naval Operations (CNO) (N09BH)) supports the fleet in the use of naval history, under the direction of the Director, Navy Staff, for the CNO. The Director of Naval History develops Navy policy on historical matters and oversees Navy historical, archival, museum, curatorial, art, and underwater archaeological programs.

d. The Navy's central historical office is the Naval Historical Center (NAVHISTCEN), which includes the Navy Department Library and The United States Navy Museum, in Washington, D.C. In addition, other commands and offices are authorized and encouraged to establish historical offices or projects in order to meet their specific needs.

## 6. Responsibilities

### a. Office of the Chief of Naval Operations (OPNAV)

(1) The Director, Navy Staff shall implement this instruction and administer the Navy's historical programs as reflected in references (a) through (r).

(2) The Director, Navy Staff shall ensure that Navy organizations that produce, collect, analyze, or disseminate historically significant information implement appropriate

23 August 2002

procedures to preserve such information, especially that relating to lessons-learned from Navy exercises and combat operations.

b. Navy Operational Commands and the Shore Establishment are responsible for inculcating an appreciation and understanding of naval history in their commands and are the key institutions that make our history alive, meaningful and relevant to the daily work of our Navy. As such, they are responsible for insuring that historical records (to include electronic records and other forms of media) concerning their organizations, equipment, personnel and operations are collected and preserved. They are further responsible for insuring that command histories are prepared that explain their organization's operations, procedures, challenges and achievements. To fulfill these responsibilities, commands will:

(1) Encourage use of historical lessons in plans and operations and further develop historical awareness within their commands through the use of publications, training programs and community outreach.

(2) Assure that reliable history of their commands, and related historical records and artifacts, including electronic records and information, are maintained and preserved.

(3) Submit required annual command histories and historical documentation in accordance with reference (p).

(4) Provide support to historical documentation teams deployed to their commands.

c. Commander, Naval Education and Training Command (NETC) shall be responsible for insuring that Navy educational institutions, including the U.S. Naval Academy, Naval Reserve Officer Training Corps Units, Officers' Candidate School, the Naval Postgraduate School, the Naval War College, and training institutions make best appropriate use of Navy history information and resources in their respective curricula, and develop an active partnership with the Naval Historical Center on how best to use historical lessons learned to educate officers, enlisted and civilians.

d. Director of Naval History under the auspices of the Director, Navy Staff, assists the operational commands and the shore establishment in inculcating an understanding and appreciation of naval history throughout their commands and is responsible, as detailed in references (a) through (r), for the following aspects of the Navy's overall historical program:

(1) Direction, administration, and support of the Naval Historical Center and for the preservation, interpretation, and dissemination of information on the Navy's history and heritage.

(2) Direction, administration, and management of the NAVHISTCEN Detachment Boston (USS *Constitution* Maintenance and Repair Facility) and administrative support of USS *Constitution*.

(3) Development and implementation of policy and procedures to ensure that a permanent record is preserved of historically significant actions and decisions taken by the OPNAV staff.

(4) Advice and assistance to other Navy commands that are planning or undertaking historical, archival, museum, curatorial, art, and underwater archaeological programs and projects.

(5) Identification of the Navy's requirements for research and publications in naval history and for the collection and preservation of significant historical records.

(6) Promotion of the Navy's historical, archival, museum, library, curatorial, art, and underwater archaeological programs and projects by organizing professional gatherings, and by maintaining a central source of information on relevant activities.

(7) Publication of *Naval Aviation News Magazine*.

(8) Provision of overall policy guidance to Commander, Naval Sea Systems Command, Commander, Naval Surface Warfare Center, and Curator of Ship Models with regard to the Navy's Ship Model Program.

(9) Deployment of historical documentation teams to fleet units and other Navy commands to collect historical records and information on significant Navy operations and activities.

(10) Program sponsorship and technical management of the Selected Reservists assigned to the Naval Historical Center.

(11) Sponsorship of the Secretary of the Navy's Advisory Subcommittee on Naval History.

e. Director, Naval Historical Center shall ensure that operational, training and educational commands have direct and continuing access to historical resources and advice. In particular, the director will implement the following measures to provide history and heritage support for the fleet:

(1) Provide frequent up-dates of the Center's web site [www.history.navy.mil](http://www.history.navy.mil) with historical data relating the Navy's history to current events.

(2) Maintain a Public Affairs Officer billet at NAVHISTCEN to assist fleet public affairs officers and to promote outreach for naval history and heritage.

(3) Assist commands in obtaining copies of naval history videos such as "Our Navy Story" that can be used in General Military Training.

(4) Assist ship and squadron personnel in putting together their units' annual historical reports so that their activities will become a permanent detailed part of the Navy's historical record.

(5) Provide CD versions of naval historical publications for easy access by enlisted and officer personnel.

(6) Maintain as a collateral duty a CNET Liaison Officer at NAVHISTCEN who will be primarily responsible for working closely with CNET to improve the history and heritage content of the Navy's training courses for Junior Naval Recruit Officer Training Command (JNROTC), Naval Reserve Officer Training Corps (NROTC), and the Leadership Continuum.

(7) Work with the Naval Media Center to script and film naval heritage-related videos for use by Navy and Marine Corps News and other Navy Public Affairs outlets.

## 7. Action

a. Addressees will strive to establish programs and develop innovative ways to expand awareness of Navy history and traditions in support of command missions.

b. Addressees will ensure wide dissemination of information explaining the purpose and importance of Navy historical programs in support of operations, plans, recruitment, retention and acquisition.

c. Addressees will inform the Director of Naval History of major historical, archival, museum, curatorial, art, and underwater archaeological activities and projects under their purview.



WILLIAM J. FALLON  
Admiral, U.S. Navy  
Vice Chief of Naval Operations

Distribution:  
SNDL Parts 1 and 2